

EVEN START FAMILY LITERACY PROGRAM
Proposal Content And Selection Criteria for 2011-12 Applicants
[with references to the federal Even Start Statute]

Part I - Need for the Project *[Section 1238(a)(1)(B)]* **(20 points)**

Describe the county/community to be served. Discuss the levels of poverty, illiteracy, unemployment, limited English proficiency or other need-related indicators. Compare percentage or numbers to the North Carolina state average.

Specify if program will serve all of county. If not, identify the area or school(s) to be served and explain why it was selected. If area is designated as eligible for Title I, Part A services, give the present low-income percentage (based on free / reduced lunch).

Part II - Project Description and Plan of Operation **(70 points)**

A. Participants **(0 - 15 points)**
[Sections 1235(1)-(3)(11)(13)(14); 1236; 1237(c)(1)(C)(E); and 1238(a)(1)(c)]

1. Describe the population to be served through the program. State the criteria for identifying eligible participants. Describe the methods that will be used to ensure those most in need receive services. Specify the age-range of children to be served. Estimate the number of children, adults, and families that will participate.
2. Address methods that will be used to recruit participants for the program. Discuss the screening and preparation of parents and children to enable them to participate fully in Even Start services.
3. Describe strategies (including support services) to be used to encourage participants to attend regularly and to remain in the program a sufficient time to meet the program's goals and their individual goals. Address how the continuity of family literacy will be promoted to ensure that individuals retain and improve their educational outcomes. Include strategies and activities planned to facilitate the transition of children and adults from Even Start into other programs and services.
4. Describe methods that will be used to provide services to special populations such as individuals with limited English proficiency and those with disabilities.

B. Program Goal and Objectives*[Sections 1237(c)(1)(A); and 1240]***(0 - 15 points)**

State the overall program goal and specific objectives against which the progress and success of this project will be measured. Address both program and participant objectives as well as the North Carolina Family Literacy Performance

Indicators. Include time frames, expected outcomes, and instruments to be used as appropriate.

C. Activities and Services (0 - 40 points)

[Sections 1231(2); 1235(3)(4)(7)(8)(10)(12); and 1237(c)(1)(B)]

1. Address the scheduling and intensity of services for the planned project. Provide schedule that clearly defines, by setting (center-based or home-based), the hours per day, days per week, and weeks/months per year that program will operate for adults and children. Discuss the specific amount of time for each component and how program accommodates participants' work schedule and other responsibilities. If services provided during the summer months will differ from the regular year, describe the summer services.
2. Describe how a high-quality, intensive instructional program will be provided that promotes adult literacy and empowers parents to support the educational growth of their children, provides developmentally appropriate early childhood educational services and prepares children for success in regular school programs (including reading-readiness activities to ensure children enter school ready to learn to read.) Discuss how program will help children and adults achieve to challenging state content and student achievement standards. Address how instructional programs for both children and adults will be based on scientifically based reading research to the extent that such research is available. Describe how the integration of all components will be assured and specific plans for each area/component including particular curricula and instructional methods that will be used in:
 - Adult Education
 - Parent Training (Parent Time or Parent Group)
 - Early Childhood Education
 - Parent and Child Interactive Time (PACT or PACI)

Include a description of the integrated instructional services to be provided to parents and children through home-based programs. Also address how these services will be monitored.

III. Personnel, Training and Facilities [Sections 1235(5)(6); and 1237(b)] (40 points)

A. Personnel and Administration (0 - 15 points)

Discuss number, types, and responsibilities of personnel required to develop, implement, and administer the project. State qualifications and requirements for each staff position and specify if full-time or part-time. Address how the project will be administered and oversight provided.

B. Training and Staff Development (0 - 10 points)

Describe the special training (pre-service and in-service) that will be provided for program staff, including the individual responsible for program administration, to help all personnel develop the skills necessary to work with parents and young children in the full range of instructional services offered through Even Start.

C. Facilities (0 - 15 points)

Describe the facilities where the program will be housed. For each component, identify the number and location of classrooms and/or other space to be used. Also address playground, office and storage areas. Note any needed or planned renovations.

Part IV - Collaboration, Coordination and Cooperation (20 points)

[Sections 1231(2)(A); 1235(9); 1237(c)(1)(D)(F); and 1238(a)(1)(D)]

A. Planning Process (0 - 10 points)

Discuss the collaborative planning process used in developing this proposal. Include names of participants and agencies/programs represented on the planning committee as well as the role of the committee and its members. Address how community needs were assessed during the planning process and how existing services were identified.

B. Coordination with Other Programs (0 - 10 points)

Describe the methods that will be used to coordinate and integrate Even Start with other programs funded under this Act, the Adult Education and Family Literacy Act, Individuals with Disabilities Education Act, Head Start, volunteer literacy programs, Smart Start, More at Four, Family Resource Centers, and/or other relevant programs as applicable.

List existing partnerships and those that will be established. Describe specific provisions for cooperative efforts with service providers throughout the duration of the project, including collaborative efforts with institutions of higher education, community-based organizations, Department of Public Instruction, private elementary schools, and other eligible organizations as appropriate and relevant.

Part V - Program Evaluation [Sections 1235(15); 1237(c)(1)(G); and 1239](15points)

Discuss a preliminary plan that provides for rigorous and objective evaluation of progress toward the stated program and participant objectives. Describe any planned long-range or follow-up evaluations. Address how an independent local program evaluation will be provided and how it will be used for continuous program improvement.

Part VI - Fiscal Accountability [Sections 1234(a)(b) and 1238(a)(1)(E)(F)](20 points)
The Local Education Agency must be the fiscal agent for this project.

A. Local Share

(0 - 10 points)

Discuss the local share that eligible entities are required to contribute to Even Start. Identify areas to be supported, the funding sources that will be used and the specific dollar amounts. Stipulate if funds will be provided in cash or in-kind. Provide any agreements that have been secured from contributing agencies or programs. Plans for the local contribution for each of the four years should be addressed.

B. Detailed Budget and Budget Narrative

(0 - 10 points)

This section should demonstrate that costs are reasonable in relation to expected outcomes. Provide a budget narrative that explains specific items on the budget such as number and type of positions, expected salary levels, specific equipment and types of materials and supplies, etc.

Complete the attached Even Start Budgetary Data Sheet. Identify specific budget requests for this project from Even Start funds and from other sources. Please note that **indirect costs are not allowed** from federal Even Start funds nor can they be considered part of the local contribution.

Part VII - Special Considerations (to be addressed by review team only) **(15 points)**

A. Area to be Served

[Sec. 1238(a)(2)]

(0 - 5 points)

Part I of proposal will be reviewed to determine if priority points can be given for services that are targeted to areas with high percentages or large numbers of poverty, illiteracy, free and reduced lunch participants, unemployment, limited English proficiency or other need indicators; and/or areas designated as empowerment zones or enterprise communities.

B. Likelihood of Success

[Sec. 1238 (a)(1)(A) and (H)]

(0 - 10 points)

Proposal will be reviewed, in its entirety, to determine the likelihood that it will be successful in meeting the purpose of Even Start and effectively implementing the required program elements. Reviewers will also determine if the proposed project shows promise for providing a model that may be adopted by other family literacy projects and other local educational agencies.